

The City of Bedford Heights
5661 PERKINS ROAD
BEDFORD HEIGHTS, OHIO 44146
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PROCEDURE FOR CONTRACTORS REGISTRATION

CODIFIED ORDINANCE, CHAPTER 1333, SECTION 1333.03 REQUIRES THAT CONTRACTORS ENGAGED IN BUILDING OR ALLIED TRADES WITHIN THE CITY BOUNDARIES, MUST BE REGISTERED.

CARPENTRY
CEMENT AND/OR ASPHALT
ELECTRICAL
GENERAL BUILDING CONTRACTOR
HEATING AND AIR CONDITIONING
LANDSCAPING
MASONRY
PAINTING
PIPING
SATELLITE DISH

PLUMBING AND HEATING
REFRIGERATION AIR CONDITIONING
ROOFING
SEWER BUILDING
SIDE APPLICATOR
SIGN INSTALLER
STRUCTURAL STEEL
SWIMMING POOL
TILE INSTALLER
WATER PROOFING

WHEN REQUESTING LICENSE BY MAIL, ENCLOSE A SELF ADDRESSED STAMPED ENVELOPE.

CONTRACTORS WORKING IN MORE THAN ONE CLASSIFICATION MUST SECURE A REGISTRATION FOR EACH AND EVERY CLASSIFICATION.

REGISTRATION IS ISSUED FOR THE CALENDAR YEAR, STARTING JANUARY 1 OR ANY DATE THEREAFTER DURING THE YEAR, AND EXPIRES DECEMBER 31, OF ANY OF THE SAME YEAR. THE FEE IS **\$100.00**, A YEAR OR FOR ANY PORTION THEREOF.

TO OBTAIN A REGISTRATION:

- A. SECURE FROM THE BUILDING DEPARTMENT OFFICE AT CITY HALL FOR EACH CLASSIFICATION FOR WHICH A REGISTRATION IS DESIRED:
 1. AN APPLICATION FORM.
 2. \$10,000.00 PERFORMANCE BOND FORM.
- B. 1. APPLICATION FORM COMPLETELY FILLED IN AND SIGNED BY AN OFFICER OF YOUR COMPANY. PLEASE USE PEN OR TYPEWRITER.
2. THE PERFORMANCE BOND FORMS MUST BE CERTIFIED AND EXECUTED FOR BY YOUR BONDING AGENT WITH A CERTIFICATE OF INSURANCE AND THE THE CITY NAMED AS ADDITIONAL INSURED AND CARRYING PUBLIC LIABILITY INSURANCE WITH A COVERAGE OF AT LEAST \$500,000.00 POLICY LIMITS FOR PERSONAL INJURY AND PROPERTY DAMAGE INSURANCE WITH A COVERAGE OF AT LEAST \$300,000.00. LIMITS AND SIGNED BY AN OFFICER YOUR COMPANY, OR \$50,000 CASH DEPOSIT IN LIEU OF BOND.

ALL CONTRACTORS AND SUB-CONTRACTORS MUST BE REGISTERED AND BONDED BEFORE OBTAINING A PERMIT.

NO REGISTRATION WILL BE ISSUED UNTIL THE COMPLETED FORMS ARE TURNED INTO THE BUILDING DEPARTMENT OF BEDFORD HEIGHTS.